

# **PRAIRIE BAND POTAWATOMI NATION CLINIC**

## **JOB DESCRIPTION**

**TITLE:** Pharmacist

**SUPERVISOR:**

**JOB CATEGORY:** Professional

**DATE CREATED/REVISED:** 12/04

**FLSA STATUS:** Exempt

---

### **POSITION SUMMARY**

Pharmacist oversees the disposition, handling, dispensing, and storage of drugs.

### **RESPONSIBILITIES**

1. Ensure compliance with all Federal and state pharmacy laws and standards.
2. Assist with the developing patient teaching tools. Provide patient education by personal counseling or providing handouts and other information.
3. Provide guidance and direction in matters regarding functioning of the pharmacy and pharmacological therapy, especially poly-pharmacy.
4. Maintain the physical privacy, confidentiality, and rights of patients at all times.
5. Provide direction and oversight regarding the acquisition, disposition, handling, dispensing, and storage of drugs.
6. Maintain an adequate inventory of supplies and closely monitor pharmacy costs.
7. Review and amend pharmacy policies and procedures annually.
8. Interact professionally with patients and staff.
9. Comply with the standards of the Joint Commission, applicable provisions of law, and the rules and regulations of any and all government authorities pertaining to licensure and regulation of healthcare personnel.
10. Comply with the CDC's "Universal Precautions" for the prevention and transmission of HIV and other communicable diseases.
11. Third party billing experience.
12. Other duties as assigned.

### **QUALIFICATIONS**

1. Licensed in accordance with the laws of the State of Kansas.
2. Minimum one year of experience preferred.
3. Hold a current and valid BCLS certification.
4. Current PPD.

*THIS DESCRIPTION CONTAINS THE INFORMATION NECESSARY TO IDENTIFY AND EVALUATE THE JOB CLASSIFICATION AND DOES NOT ATTEMPT TO SPECIFY ALL THE DUTIES OF INDIVIDUAL POSITIONS.*

*MY SIGNATURE ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THIS JOB DESCRIPTION.*

---

Signature

---

Date